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Hanford Openness Workshop Workshop 1 Summary October 8, 1997

Purpose of Workshop 1: To set administrative structure of workshops, review commitments and accomplishments to date, and develop scope for upcoming year's activity.

History of Openness Commitments: Greg deBruler reviewed openness commitments from US Department of Energy (DOE). Former DOE Secretary Hazel O'Leary has stated that to achieve openness there needs to be a change in the culture, taxpayers and stakeholders should be equal partners at the table, and these changes must come from the outside. Department of Energy Richland Operations Office (DOE-RL) Manager John Wagoner has proposed that the Hanford Advisory Board (HAB) form a mechanism to address openness issues. Former DOE Assistant Secretary for Environmental Management Thomas Grumbly has also made the statement that public participation is the most important component of decision-making. Workshop participants commented that openness is not being uniformly implemented across the nation and that we need to not only address declassification issues, but also information accessibility.

Review of DOE-RL Commitments: Workshop participants reviewed a January 1996 DOE-RL memo outlining commitments made at a November 1995 meeting with Stakeholders interested in openness issues. Items discussed were: #2 regarding technical support, #3 regarding the Openness Workshop charter, #4 regarding management mechanisms, #5 regarding database access, and #6 regarding the relationship between openness and public participation. The full text of the memo is available for review upon request.

Participants expressed concern about whether DOE management is being held accountable for promoting and supporting openness. The Openness Workshops are the key working body for producing recommendations for developing management tools for openness. Therefore, these workshops should address the openness aspect of contracts and incentive structures.

Workshop participants also discussed database access. Several concerns were identified, including: How useful is title review? Does the public have access to the actual documents? Can users search the text in the database? Can users print the documents from the database? The Downwinders' litigation database was also discussed. Paul Davis, of DOE-RL's Office of Chief Counsel, agreed to get the necessary parties' permission by the next workshop in

order to distribute the database. Other questions about the database needed to be answered, including: cost determinations, clearance needs, and funding source.

Finally, the relationship between openness and public participation was discussed. Participants commented that while information is available in places like the Reading Rooms, true access is still limited due to technological difficulties. Partnerships with private industry were discussed as a way to facilitate access, using technologies such as OCR, and Galaxies (GREG-Can you define this term?). An extra workshop, at the end of the series of four, was suggested as a way to address this issue of technological access.

Technological Issues: Secretary Pea is scheduled to unveil the OpenNet database at a press conference in late October. Participants will be updated on this system at the next workshop. Also, the Hanford Classified Document Inventory is available as five disks; contact Rick Stutheit about obtaining this database.

Classification Guides: Participants discussed the guides, used by both RL and HQ, that provide instruction and direction on appropriate document classification. What is the status of "shrinking" these guides? If the guides themselves are classified, how can the public see them to ensure that the guidance within them is being followed? How can the public know that the contractors are following these guides? Punishment is harsh for careless declassification, but the reward for expedient declassification is low. How do the Stakeholders, who have been working on these issues for years, overcome justified "paranoia" about the information DOE disseminates? DOE-RL guides can be released, and Yvonne Sherman's office will get these guides to CRESF for distribution prior to the next workshop. The guides will be discussed in more detail at Workshop 2.

Freedom of Information Act (FOIA) Procedures: Yvonne Sherman explained the procedure for responding to FOIA requests that come to her office. The average turnaround is approximately 20 days for information that isn't classified. One of the first exceptions under FOIA is properly classified documents. Historically, there has been a lot of interest in old FOIA requests. The DOE-RL FOIA staff responds to this interest by calling to check-up with the HQ Office of Declassification on the status of pending requests every 4-8 weeks. Locally produced documents are taken out of the FOIA queue because if they can be declassified at Hanford then they can get to the requester much more quickly. Most FOIA requests are submitted by commercial entities, not "John Q. Public" for whom the process was designed. Forty percent of the requests are public, 60% are commercial. The total number of requests are declining. As more documents are made available on the Internet, it is likely that requests will decline further.

Logistics of Declassification: Participants discussed costs of declassification. Yvonne Sherman will find out the dollar amount of the 1997 budget. The contract for document declassification has recently been transferred to PNNL. How much does it cost to actually locate and receive Hanford information from contractors? Are there economically feasible ways to deal with documents that were filed and/or stored in mixed archives?

Participants also questioned what type of document tracking mechanisms are used. How can the public find copies of RL's destroyed documents if they've been sent to other sites? How are "In Transit" documents tracked? How and why do documents get transferred among the sites?

Public Comment: During the public comment period, comments were made about the need for the discussion on openness to be broader than what the agendas currently indicate. A request was also made to provide a glossary of acronyms and slang for the members of the public. Efforts will be made by participants to avoid the use of acronyms without first defining the abbreviation.

Working Groups: Several working groups were formed to respond to needs expressed by the group during the workshop. The working groups will work on projects between meetings and will present results at the workshops. The working groups are:

1. Management tools for openness - Gerry Pollet, Greg deBruler, Dirk Dunning (to discuss contracts, openness precepts that DOE managers and contractors are supposed to follow).
2. Information technologies - Yvonne Sherman, Dirk Dunning, Tom Carpenter, Greg deBruler (to discuss web sites, databases, deletion software).
3. Historical information/bibliography - Greg deBruler, Tom Carpenter, Ruth Yarrow, Tim Takaro
4. Membership - Mary Lou Blazek, Tom Carpenter, Max Power
5. Employee climate for openness - Tom Carpenter, Susan Leckband, Gerry Pollet, Greg deBruler.
6. Document title review - Mary Lou Blazek, Deirdre Grace, Max Power.

By the next workshop, the Membership working group will find a participant to fill the new seat defined as a "current or former Hanford employee with relevant experience." They will also determine if the ad hoc seat, filled at the first workshop by Gordon Rogers, will be filled by another new participant.

The Management Tools for Openness working group will also make a report at the next workshop, on strategies for impacting the performance measures section of the PHMC contract . The other working groups will present their strategic plans for future work. To accomplish this, participants will need to review the first workshop summary and identify which issues are appropriate to address.

Charter and Administrative Details: Participants discussed and approved the Openness Workshops charter. Funding language was clarified. Russell Jim asked that the following statement be inserted in the charter: "It is the mission of the Hanford Openness Workshops to resolve issued impeding the availability of any information whether classified, unclassified, or sensitive needed to enable informed Tribal and Stakeholder participation in the DOE decision-making process." Participants decided not to designate a chair; rather, they asked Michael Kern to continue as facilitator, and nominated Mary Lou Blazek as spokesperson.

Future Meeting Dates: Three more workshops will be held by next summer. Bad dates for the next workshop are: all Nov. 1997; 12/4-12/97; 1/14-16/98; 4/22-24/98. Participants tentatively planned to hold the remaining workshops on: Nov. 5. in Portland; Feb. 4 in Seattle; and either Apr. 5 or May 14 in Tri-Cities. The possibility for future workshops, after the series of four, was discussed. These workshops may include: Public Access, focusing on using technology to enhance, rather than restrict, access, and Tribal Nations, focusing on access issues specific to indigenous peoples

Action Items from Hanford Openness Workshop 1:

The following list contains activities to be completed by the next Openness Workshop.

- Obtain permission to distribute Downwinders' litigation database. Also research cost, clearance needs and funding source - **Paul Davis, RL**
- Assemble list of USDOE URLs - **Yvonne Sherman, RL**
- Begin designing Workshop web page - **Yvonne Sherman, RL**
- Determine FOIA denial rate, in response to question from Max Power - **Yvonne Sherman, RL**
- Report on status of CIA satellite photos - **Yvonne Sherman, RL**
- Provide copies of classification guides to CRESP for distribution to workshop participants - **Yvonne Sherman, RL**
- Develop matrix of classification categories - **Yvonne Sherman, RL**
- Review incentive structure, make recommendations for language to building in openness incentives in PHMC contract - **Management Tools for Openness working group**
- Fill seat for current or former Hanford employee with relevant experience and determine if ad hoc seat will be filled by committee - **Membership working group**
- Develop strategic plan by reviewing summary, addressing which issues are appropriate for each working group to discuss - **All remaining working groups**
- Distribute summary to workshop participants - **CRESP**
- Assemble and distribute packet for next workshop; to include, classification guides from RL, agenda, revised charter, etc. - **CRESP**
- Organize next workshop - **CRESP**
- Provide Reading Rooms with relevant information from workshops - **CRESP**

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URL: <http://www.hanford.gov/boards/openness/summary/100897.htm>

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